

FY 2017 Real Property Inventory Observation

The attached forms should be completed for any documents that need to be entered; as a result of the FY 2017 Real Property Inventory Observation. They will be completed when the Fixed Asset Type is:

Land = L, Building = B, Improvements to land = I, Easements = M.

Fixed asset documents related to all other fixed asset types (V, E, S, G, H) should be entered in eMARS by agency personnel with the document referenced on the Inventory Observation Log Sheet.

General Instructions
Form FA
Revised 2/17

The FA form is used to record all newly acquired fixed assets or previously acquired fixed assets that have not been recorded. Complete for changes to Real Property (when the Fixed Asset Type is "B", "I", "L" or "M").

1 Enter the department name.

2 Enter the three character department number.

3 Enter the department unit, function and sub function if these are required for the processing of fixed asset documents in eMARS for your agency. (Responsibility Center)

Enter the PR# (payment request document) number if the asset was purchased. The format is document prefix, 4 three-character transaction department, document number.

5 Enter the fixed asset number including prefix assigned to your agency.

6 Enter the asset type. (Land = L, Building = B, Improvements to land = I, Easements = M).

7 Enter the fixed asset group (insurance code). (See eMARS FAGRP table for a complete listing).

8 Enter the four character component number. (Ranges from 0001-9999)

9 Enter the description for the real property. If land please include acreage.

10 Enter the historical cost of the asset.

Enter the sublocation code assigned to this asset. The sublocation code must be shown on the SLOC table in 11 eMARS.

12 Enter the commodity code for this asset. (See the COMM table for a complete listing).

13 Enter the vendor or if donated enter the name of the donor.

14 Enter the deed book and page number in the Plat Number field if asset acquired by deed.

15 Enter any internal tracking number in the tag number field.

16 Enter the method used to acquire the fixed asset. (See the eMARS FADM table for a complete listing).

17 Enter the date the fixed asset was acquired. This is the date the asset was received and put into use.

18 Enter the purchasing authority. This should be a PR# or Capital Project number

19 Enter the useful life of the asset. A range of useful lives is shown on page 110 of the eMARS Fixed Asset Training Manual - Appendix C.

If this asset was constructed enter the fund, department, unit, function, and sub function, as well as the amount funded. If purchased enter the fund, department, unit, function, subfunction that was used to pay. (Chart of 20 Account elements used to purchase the asset).

21 Enter "Y" if the asset was donated otherwise enter "N".

22 Enter the capital project fund.

Note: Enclose a copy of the deed if purchased.

FIXED ASSET FA

(Revised 2/17)

Department Name: _____ **1**

Department Number: _____ **2**

Department Unit, Function &
Sub Function _____ **3**

PR# _____ **4**

Fixed asset number: _____ **5**

Fixed asset type: _____ **6**

Fixed Asset Group _____ **7**

Component number: _____ **8**

Description: _____ **9**

Asset cost: _____ **10**

Sub Location code _____ **11**

Commodity Code _____ **12**

Manufacturer _____ **13**

Plat Number _____ **14**

Tag Number _____ **15**

Acquisition method: _____ **16**

Acquisition date: _____ **17**

Purchasing authority _____ **18**

Useful life: _____ **19**

Event Type **FA01**

Funding Source Information:

Fund: (1)	_____ 20
Funding Dept: (1)	_____
Funding Unit: (1)	_____
Funding Function: (1)	_____
Funding Sub Function: (1)	_____
Amount Funded	_____

Fund: (2)	_____ 20
Funding Dept: (2)	_____
Funding Unit: (2)	_____
Funding Function: (2)	_____
Funding Sub Function: (2)	_____
Amount Funded	_____

Donated (yes or no) _____ **21**

Capital Project Fund _____ **22**

Note: enclose a copy of the deed if purchased.

FIXED ASSET FA

(Revised 2/17)

Department Name: _____

Department Number: _____

Department Unit, Function &
Sub Function _____

PR# _____

Fixed asset number: _____

Fixed asset type: _____

Fixed Asset Group _____

Component number: _____

Description: _____

Asset cost: _____

Sub Location code _____

Commodity Code _____

Manufacturer/Vendor _____

Plat Number _____

Tag Number _____

Acquisition method: _____

Acquisition date: _____

Purchasing Authority _____

Useful life: _____

Event Type **FA01****Funding Source Information:**

Fund: (1)	_____
Funding Dept: (1)	_____
Funding Unit: (1)	_____
Funding Function: (1)	_____
Funding Sub Function: (1)	_____
Amount Funded	_____

Fund: (2)	_____
Funding Dept: (2)	_____
Funding Unit: (2)	_____
Funding Function: (2)	_____
Funding Sub Function: (2)	_____
Amount Funded	_____

Donated (yes or no) _____

Capital Project Fund **22****Note: enclose a copy of the deed if purchased.**

General Instructions
Form FC
(Revised 02/17)

Form FC is used when fixed assets have been submitted successfully into the system and the record contains errors that cannot be corrected using any other adjustment forms, such as, an incorrect fixed asset number. Complete for changes to Real Property (when the Fixed Asset Type is "B", "I", "L" or "M").

1 Enter department name.

2 Enter the three-character department number.

3 Enter the fixed asset number to be cancelled, be sure to include the tag number prefix.

Enter the fixed asset type of the asset to be cancelled. (Land = L, Building = B, Improvements to land = I, Easements = M).

5 Enter the description of the asset to be cancelled as it currently appears on the eMARS report.

6 Enter the asset cost/value shown on the eMARS report for the asset being cancelled.

7 Enter the acquisition date as shown on the eMARS for the asset being cancelled.

8 Provide an explanation for the asset cancellation.

FIXED ASSET FC**(Revised 2/17)**Department Name: 1Department Number: 2Fixed asset number: 3Fixed asset type: 4Description: 5Asset cost: 6Acquisition date: 7Reason 8Event Type **FA11**

FIXED ASSET FC

(Revised 2/17)

Department Name: _____

Department Number: _____

Fixed asset number: _____

Fixed asset type: _____

Description: _____

Asset cost: _____

Acquisition date: _____

Reason

Event Type **FA11**

General Instructions
Form FD
Revised (02/17)

The FD form is used to dispose of fixed assets that were previously recorded and are no longer in use by the department. Complete for changes to Real Property (when the Fixed Asset Type is "B", "I", "L" or "M").

- 1 Enter department name.
- 2 Enter the three-character department number.
- 3 Enter the fixed asset number to dispose of, be sure to include the tag number prefix.
- 4 Enter the fixed asset type. (Land = L, Building = B, Improvements to land = I, Easements = M).
- 5 Enter a description of the disposed asset. If it is a partial disposal please indicate such.
- 6 Enter the disposal method. (See the eMARS FADM table for a complete listing).
- 7 Enter the Secretary's Official Order Number authorizing this disposal.
- 8 Enter the date of the disposal.
- 9 Enter the asset cost/value shown on the eMARS FARHDR table for the disposed asset.

Fixed Asset FD
(Revised 2/17)

Department Name: _____ **1**

Department Number: _____ **2**

Fixed Asset Number: _____ **3**

Fixed Asset Type: _____ **4**

Description: _____ **5**

Disposal Method: _____ **6**

Disposition Authority: _____ **7**

Disposition Date: _____ **8**

Asset Value: _____ **9**

Event Type: **FA04**

Fixed Asset FD
(Revised 2/17)

Department Name: _____

Department Number: _____

Fixed Asset Number: _____

Fixed Asset Type: _____

Description: _____

Disposal Method: _____

Disposition Authority: _____

Disposition Date: _____

Asset Value: _____

Event Type: **FA04**

General Instructions
Form FI
Revised (02/17)

Form FI is used to change/correct the fixed asset cost of an asset that has already been recorded. Complete for changes to Real Property (when the Fixed Asset Type is "B", "I", "L" or "M").

- 1 Enter Department name.
- 2 Enter the three-character department number.
- 3 Enter the fixed asset number to change, be sure to include the tag number prefix.
- 4 Enter the fixed asset type. (Land = L, Building = B, Improvements to land = I, Easements = M).
- 5 Enter a description of the asset.
- 6 Enter the current asset value shown on the eMARS report for the asset being changed.
- 7 Enter the amount of the change indicating whether it is an increase or (decrease).
- 8 Enter the correct cost of the asset.
- 9 Provide an explanation of the change.

FIXED ASSET FI
(Revised 02/17)

Department Name: 1

Department Number: 2

Fixed asset number: 3

Fixed asset type: 4

Description: 5

Current recorded asset cost: 6

Amount of increase/decrease: 7

Correct asset cost: 8

Explanation: _____

Event Type **FA07**

FIXED ASSET FI
(Revised 02/17)

Department Name: _____

Department Number: _____

Fixed asset number: _____

Fixed asset type: _____

Description: _____

Current recorded asset cost: _____

Amount of increase/decrease: _____

Correct asset cost: _____

Explanation: _____

Event Type **FA07**

General Instructions
Form FM
Revised (02/17)

Form FM is used to change descriptive fixed asset information of an asset that has already been recorded. Complete for changes to Real Property (when the Fixed Asset Type is "B", "I", "L" or "M").

- 1 Enter Department name.
- 2 Enter the three-character department number.
- 3 Enter the fixed asset number to change, be sure to include the tag number prefix.
- 4 Enter the fixed asset type. (Land = L, Building = B, Improvements to land = I, Easements = M).
- 5 Enter the asset cost/value shown on the eMARS report for the asset being changed.
- 6 Enter the acquisition date as shown on the eMARS report for the asset being changed.
- 7 Enter the description of the asset as it currently appears on the eMARS report.
- 8 Enter the description that should be reflected for the asset.
- 9 Enter the sublocation code that should be reflected for the asset.
- 10 Enter the custodian code that should be reflected for the asset.
- 11 Provide any additional information that will assist fixed asset personnel in making this change.

FIXED ASSET FM
(Revised 02/17)

Department Name:	<u>1</u>
Department Number:	<u>2</u>
Fixed asset number:	<u>3</u>
Fixed asset type:	<u>4</u>
Asset cost:	<u>5</u>
Acquisition date:	<u>6</u>
Current Description:	<u>7</u>
Changed Description:	<u>8</u>
New Sublocation:	<u>9</u>
New Custodian:	<u>10</u>
Additional Explanations:	<u>11</u>
Event Type	FA05

FIXED ASSET FM
(Revised 02/17)

Department Name: _____

Department Number: _____

Fixed asset number: _____

Fixed asset type: _____

Asset cost: _____

Acquisition date: _____

Current Description: _____

Changed Description: _____

New Sublocation: _____

New Custodian: _____

Additional Explanations: _____

Event Type

FA05

General Instructions
Form FT
Revised (02/17)

Form FT is used when a fixed asset is transferred from one department to another department within the same fund type and cabinet or to correct the Responsibility Center for a fixed asset where one or more of the Chart of Accounts elements (e.g., Fund or Function) has become inactive in eMARS. Complete for changes to Real Property (when the Fixed Asset Type is "B", "I", "L" or "M").

FROM INFORMATION

- 1** Enter the department name that currently appears in the eMARS FARHDR table. (This should be the department that currently reports the asset).
- 2** Enter the three-character department number that currently appears in the eMARS FARHDR table. (This should be the department that currently reports the asset)
- 3** Enter the unit, function and subfunction as it appears on the eMARS FARHDR table for the asset being transferred. (this should be the department making the transfer).
- 4** Enter the fixed asset number to be transferred, be sure to include the tag number prefix.

Enter the fixed asset type of the asset to be transferred. (Land = L, Building = B, Improvements to land = I, Easements = M).
- 6** Enter the date of the transfer.
- 7** Provide the reason for the transfer (Executive Order number).
- 8** Provide the description of the asset as shown on the eMARS report.
- 9** Provide the asset cost as shown on the eMARS report.
- 10** Provide the acquisition date that is reflected on the eMARS report.

TO INFORMATION

- 11** Enter the department name that the asset is being transferred to. (This should be the department that is receiving the asset).
- 12** Enter the three-character department number that the asset is being transferred to. (This should be the department that is receiving the asset).
- 13** Enter the unit, function and subfunction that the asset is being transferred to. (this should be the responsible center receiving the asset).

FIXED ASSET FT
Revised (02/17)

	From Information	To Information
Department Name:	<u>1</u>	<u>11</u>
Department Number:	<u>2</u>	<u>12</u>
Department Unit, Function & Sub Function:	<u>3</u>	<u>13</u>
Fixed asset number:	<u>4</u>	
Fixed asset type:	<u>5</u>	
Transfer Date	<u>6</u>	
Reason Exec Order:	<u>7</u>	
Description:	<u>8</u>	
Asset cost:	<u>9</u>	
Acquisition date:	<u>10</u>	
Event Type	FA06	

FIXED ASSET FT
Revised (02/17)

From Information

To Information

Department Name:

Department Number:

Department Unit,
Function & Sub
Function:

Fixed asset number:

Fixed asset type:

Transfer Date

Reason Exec Order:

Description:

Asset cost:

Acquisition date:

Event Type

FA06